



## About Lawrence CommunityWorks

**Lawrence CommunityWorks, Inc.** is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

## Job Description: Part Time Controller

This is a part-time position ranging from 24-32 hour per week.

Reporting to the Chief Financial Officer (CFO), the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to the board finance committee and will work closely with the finance team to ensure strict GAAP adherence. The Controller will lead all day-to-day finance operations of a budget of \$2 million. The Controller must have superior knowledge of affordable housing tax credit deals including functional responsibility over accounting functions. The Controller will also lead the finance team, along with the CFO in all yearly audits and participate in the filing of the annual tax return 990.

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## Qualifications

### Professional Requirements:

- 7 - 10 years of extensive leadership in Accounting or Finance.
- Solid understanding of GAAP principles with excellent knowledge of financial matters.
- Experience in community development, real estate development in a nonprofit/mission-driven organization.
- Month-end closing, journal entries, spread sheet analytics.
- Recommend/Implement/Improve standard accounting policies and procedures.
- Proven accounting experience in a complex, multi-entity environment with affiliated nonprofit and for-profit subsidiaries.
- Proven track record of maintaining company accounting record, accounts payable, accounts receivable, bank reconciliations and financial reports.
- Knowledge of public/private grants and audit process.
- Must be comfortable functioning in the ambiguity of cutting-edge community development financing.
- Strong financial analysis experience evaluating and calculating discounted cash flow for projects and assets.
- Excellent written and oral communication skills with formal presentation experience.



- Recognized collaborative management style with ability to manage, motivate, and grow a professional team.
- Unafraid of “doing the work” and capable of getting things done with the existing staff and resources.
- Possess excellent computer skills, advance excel spread sheet knowledge.
- Bachelor’s degree in accounting, finance or business.
- CPA certification desirable

**Preferred Knowledge and Skills**

- Knowledge of public/private financing, community development, New Markets Tax Credits, Historic and State Tax Credits.
- Experience with complex real estate transactions and related revenue recognition principles.

**Compensation**

Salary: commensurate with experience and skills.

**Please send cover letter and resume to:**

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